Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-13, Announcement of the System for Time and Attendance Reporting Web-Based Version 5.0 (STAR 5.0)

Date: August 15, 2006

To: Holders of the Payroll/Personnel Manual
Agency Personnel Offices
Personnel Officers
Personnel Users Groups
T&A Contact Points

This bulletin is being issued to announce the release of the System for Time and Attendance Reporting Web-Based Version 5.0 (STAR 5.0). This application will be available through a link on the Application Launchpad on the National Finance Center (NFC) home page on August 17, 2006. STAR 4.25 will no longer be available once STAR 5.0 is implemented. The first processing pay period using version 5.0 will be Pay Period 16, 2006.

STAR 5.0

STAR 5.0 contains the following new features not included in STAR 4.25. They are:

- Employee daily entry via the Time Manager option in the Employee Personal Page (EPP). (optional-must be activated by contact point). This feature will be available August 21, 2006.
- Timekeeper entry for either daily (optional-must be activated by contact point) or biweekly time and attendance (T&A) processing.
- Ability to establish default schedules for use as a starting point each pay period.
- Agency maintenance of accounting and transaction code tables.
- Ability to establish project accounting within the agency accounting table.
- Timekeeper maintenance of employee accounting favorites.
- Addition of employee status information (Active, Inactive, Reassigned, Separated, and Transferred) to the Employee Detail tab.

We have also attached a brochure describing the features of STAR 5.0 for your convenience.

N F C   B U L L E T I N

N
F
C

B
U
L
L
E
T
I
N

Daily Entry

STAR provides agencies the option to process T&As on a biweekly or daily basis. If the agency chooses to continue processing on a biweekly basis, there are no required changes for the timekeeper. However, timekeepers can now choose to maintain accounting favorites for an employee on the T&A. The timekeeper no longer has to remember the accounting that the employee uses for charging time. The timekeeper can set up accounting favorites for the employee and use them every pay period.

If the agency chooses to process T&As on a daily basis, the Agency Administrator (role is described below) must first select the employee daily entry option on the contact point window. This will allow the timekeeper to begin daily timekeeping for employees in that contact point. Additionally, as part of daily entry, timekeepers can enter a default schedule for an employee on the daily T&A. Once the default schedule is entered, this schedule is posted to each subsequent pay period. The only entry required from there forward would be any leave taken. Also, please note that the accounting favorites feature described above is also available to daily timekeepers.

Agency Tables

STAR 5.0 provides agencies the option to create and maintain their own customized accounting and transaction code tables. Once these tables have been established, the timekeeper can select codes for use on the biweekly or daily T&A without having to enter the codes manually. In addition, once these tables are established, these are the only codes that can be used on the T&A.

Agency tables are created and maintained by the Agency Table Administrator (role is described below). Additional functions available to the Agency Table Administrator include global table functions such as Disable All/Disable Selected, Enable All/Enable Selected, Mass Delete Accounting, and RollOver Accounting.

Please Note: If an agency chooses not to create their own tables, then the timekeeper can enter accounting codes and transaction codes on the T&A as they do in the current version of STAR.

Requests For Access

Current STAR 4.25 users will automatically be given access to STAR 5.0. There is no action necessary on the part of current STAR 4.25 users **unless** an additional role in STAR 5.0 is required. New users requiring access or current users needing additional roles must contact their Agency NFC Security Officer to submit a security access request. Security Officers should submit requests to the Information Systems Security Office (ISSO) via fax to **504-426-8300** or via e-mail to *nfc.securityofc@usda.gov.* The request should include the following information:

- User name

- User social security number
- User ID
- Agency name
- User role requested
- Contact point(s)
- Telephone number
- Application name (STAR 5.0)

NOTE: At least two weeks should be allowed for processing time.

User Roles

The roles available in STAR 5.0 are described below.

- **Timekeeper**. Performs T&A functions and establishes, maintains, and prints employee data.
- **Transmitter**. Establishes Job Control Language and transmits T&As to NFC.
- **Agency Administrator**. An agency employee who is responsible for maintaining the contact points within an agency.
- **Agency Table Administrator**. An agency employee who is responsible for creating and maintaining the agency specific Accounting and Transaction Code tables.
- **NFC Administrator**. An NFC employee who is responsible for maintaining the Pay Period, Leave Type, Transaction Code, and Transaction Code Descriptor tables used by all STAR 5.0 users. **This is an NFC Only role.**
- I**nquiry**. An agency employee who has "read only" access to view T&A data by contact point. This role has no update capability.

Please note that there are additional roles that were not available in STAR 4.25. If any current STAR users need additional roles not previously available in STAR 4.25, please submit a Security Access Request to NFC as described above.

FOCUS Reporting System

STAR 5.0 is now defined to the FOCUS Reporting System. The data element listings (table file names) are **STARPD05**, **STARPD06**, **STARPD07**, and **STARPD08**, depending on the database where each agency's data resides. Current STAR 4.25 users will automatically be given access to FOCUS Reporting for the appropriate data for their agency. New STAR users requiring FOCUS Reporting access will need to include STAR FOCUS as part of the Security Access Request submitted by their Agency NFC Security Officer.

STAR 5.0 Procedure and Help

The STAR 5.0 procedure, which is available online at NFC's Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's

N
F
C

B
U
L
L
E
T
I
N

Home Page (*www.nfc.usda.gov*) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by Title/Chapter or List by System Acronym,* then search for STAR 5.0 on the list provided. Easy-to-use help is also available in STAR 5.0 by clicking ***Help*** at the top of each window and by clicking on each of the individual fields.

Inquiries
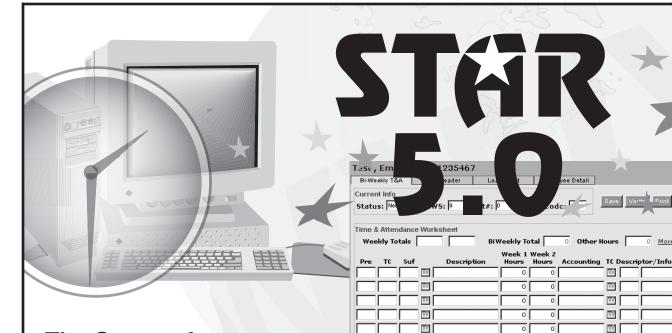
For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about STAR 5.0 to the Payroll/Personnel Call Center at **504-255-5230** .

MARK J. HAZUDA, Director
Government Employees Services Division

Attachment

N
F
C

B
U
L
L
E
T
I
N

STAR 5.0

Test, Employee 1235467

| Bi-Weekly T&A | Header | Leave... | ...oyee Detail |

Current Info

Status: New ...WS: 0 ...t#: 0 ...ode:

Save | Verify | Print | Clear T...

Time & Attendance Worksheet

Weekly Totals [ ] [ ] BiWeekly Total [0] Other Hours [0] More

Pre	TC	Suf		Description	Week 1 Hours	Week 2 Hours	Accounting	TC	Descriptor/Info	
					0	0				
					0	0				
					0	0				
					0	0				
					0	0				
					0	0				
					0	0				
					0	0				
					0	0				
					0	0				

The System for Time and Attendance Reporting
(STAR 5.0 Web-Based Version)

The System for Time and Attendance Reporting (STAR 5.0 Web-Based Version) is designed, developed, and maintained by the National Finance Center (NFC). It provides capability for (1) online entry of time and attendance (T&A) and leave data and (2) online release of data to NFC for processing.

STAR 5.0 is accessed from a Web browser, providing easy-to-use Web navigation.

Main Features of STAR 5.0

- Enter T&A data at any time during the pay period.

- Record employee leave data.

- Transmit T&As to NFC via an online process.

- Print T&As for approval or certification by the timekeeper, employee, and supervisor.

- Import an employee's most current T&A and leave balances from NFC's database.

- Retrieve online help for each STAR 5.0 field and window.

- Access STAR 5.0 from any computer with Internet capabilities and a valid NFC user ID.

- Prepare corrected T&As for current and 25 prior pay periods.

- Maintain T&As for current and 25 prior pay periods.

- Retrieve transmission and leave error reports through STAR 5.0.

New Features

- Allows for employee daily entry via the Employee Personal Page (EPP) Time Manager (Optional - must be activated by contact point).

- Offers timekeeper entry for Daily (Optional - must be activated by contact point) and Bi-weekly T&A processing.

- Allows the ability to establish default schedules to use as a starting point each pay period.

- Provides for project accounting via the agency accounting table.

- Allows for agency maintenance of accounting and transaction code tables.

- Contains a database defined to the Focus Reporting System (FOCUS).

STAR 5.0 Advantages

- Database resides at NFC, allowing backup and archive functions to be performed by NFC.

- Version updates and built-in Help documentation are maintained by NFC and available to the timekeeper immediately.

STAR Web Minimum Hardware and Software Requirements

- A personal computer (PC) with Internet capabilities.

- Access to the Internet with a Microsoft Internet Explorer browser of 6.0 or higher or Netscape with a browser of 6.2.3 or higher.

- Printer capable of printing Web pages.

- An NFC user ID with access to STAR 5.0.

- Access to EPP (for agencies using employee entry).

Request for Access

To request access to STAR 5.0, contact your agency NFC Security Officer. The agency Security Officer should e-mail or fax an access request to NFC's Information Systems Security Office.

Procedures

Comprehensive online help is available on each window by clicking [Help]. Additionally, field-level help is available by clicking the field name. The help text is also available in procedure format on NFC's home page (www.nfc.usda.gov). To view and/or print the STAR 5.0 procedure, go to NFC's home page and click the Pubs & Forms icon. At the Pubs & Forms left-hand menu, click List By Title/Chapter and search for Title 1, Chapter 7, Section 5, System for Time and Attendance Reporting, STAR 5.0 Web-Based Version, on the list provided.

Questions about STAR 5.0

To find out more about security, equipment, hardware, and software requirements, contact NFC's Client Management Staff at:

> Client Management Branch
> National Finance Center, USDA
> ATTN: CS-0806
> P.O. Box 60000
> New Orleans, LA 70160-0001
> email: customer.support@usda.gov

National Finance Center
U. S. Department of Agriculture
N E W   O R L E A N S ,   L A

National Finance Center
Office of the Chief Financial Officer
United States Department of Agriculture